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MEMORANDUM FOR: Deputy Director (Plans)
SUBJECT: General Services Support

1. In accordance with our understanding that the Administrative Offices under the Deputy Director (Administration) would assume the responsibility for supplying administrative personnel required in DD/P activities within the continental limits of the United States and overseas, it is requested that you advise me of the support which you require in the areas of responsibility under the General Services Office.

2. The General Services Office consists of the following activities:

- a. Printing and Reproduction Division - Provides printing and reproduction services to CIA, including large size offset and letter press printing, small size offset printing, platemaking, photo-engraving, linotyping, varityping, mimeographing, dittoing, oxalid printing, photographing, photostating, addressographing, microfilm duplication of both negatives and prints, and final collating and binding of CIA reports, maps, and surveys collected, compiled, or required by various CIA activities.
- b. Records Services Division - Directs and supervises operation of the Vital Materials and Records Management Programs, including Forms Design and Control; Correspondence and Reports Management; Records Surveys and Records Retirement Schedules; operation of the Agency Records Center; standardization of filing systems, equipment and supplies; and training Area Records Officers and other Agency personnel in various phases of records management. Provides machine record and reporting services for administrative and selected operational activities. Provides mail, courier and messenger services.
- c. Space, Maintenance and Facilities Division - Responsible for space acquisition, assignment, utilization, and disposition; building alterations and maintenance; moving services; telephone services; motor pool and shuttle bus services; and procurement and assignment of parking spaces.

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3. To date the following requests have been received and fulfilled by the General Services Office for overseas support:

a. Four employees were sent to [REDACTED] on temporary duty for a period of five months to microfilm certain records in possession of the [REDACTED]. Upon completion of this job, the personnel returned. 25X1A6a

b. On or about 5 January 1953 Mr. [REDACTED], Printing and Reproduction Supervisor, GS-12, was sent overseas at the request of the FE Division, DD/P, to assume responsibility for the printing and reproduction activity in [REDACTED]. No additional requests for personnel have been received in the reproduction category. 25X1A9a 25X1A6a

c. At the present time the following individuals are overseas on [REDACTED] for a minimum period of two years of duty and have established certain machine records (IBM) as required at that station: 25X1A6a

25X1A9a

GS-12	Tab Equip. Operator Supvr.
GS-9	Tab Equip. Operator Supvr.
GS-5	Tab Equip. Operator Supvr.
GS-3	Tab Equip. Operator
GS-4	Tab Equip. Operator
GS-4	Tab Equip. Operator
GS-3	Tab Equip. Operator

4. The General Services Office can be of assistance in the departmental area in the selection, training and assignment of experienced records personnel as they may be required in RI or in other records activities under the DD/P. The Printing and Reproduction Division may be of assistance from time to time in supplying personnel to TSS in the departmental area as they may require for transfer or for temporary assignment to meet peakload situations. Otherwise, support in the departmental area will be the same as for all other operating activities in Headquarters.

5. As to overseas, it is believed that the following should be given consideration. In the field of Printing and Reproduction in overseas areas there may be a question as to the possible separation of Cover and Documentation work from pure printing and reproduction work. If the two can be feasibly separated from the standpoint of supervision and supplying of personnel, such separation may be desirable. I wish to point out that there may be a problem in connection with numbers of personnel available for assignment to overseas activities, which are in total much greater in number than those that could probably be supplied by TSS from Headquarters. The rotation of such personnel is, I believe, a problem which should be considered in connection with the career designations and career development of such personnel.

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6. I believe that there is a definite need for training records management personnel at overseas installations in the handling and management of their records in order to bring about the most efficient utilization of accumulated records and to develop over a period of years uniformity among stations. In the field of machine records (IBM), the support which is now being given may very likely be extended to other overseas areas where the installations are sufficiently great in size to warrant the application of machine technique in matters dealing with financial and logistical accounting, personnel data, payroll and leave activity, and operational applications which may be of considerable benefit.

7. I assume that all of your requirements in connection with real estate functions can be met by the Real Estate and Construction Division of the Logistics Office. Therefore, I do not expect that you will have any requirements to be supplied by the Space, Maintenance and Facilities Division.

8. I am anxious to provide whatever support may be required in the above areas. Since the General Services Office involves a diversity of responsibilities and activities, the problem is not quite as clear-cut as it is in the case of Personnel, Finance, and Logistics. I would therefore appreciate your consideration of this problem and an appropriate reply to include a list of positions, indicating the number, type, and location of assignments, whether overseas or departmental.

9. The Chief, General Services Office, will make himself available for such discussions as you may decide necessary for the development of a clear-cut understanding.

L. K. WHITE

Acting Deputy Director
(Administration)

Originating Officer:

25X1A9a

Chief, General Services Office

Concurred in by members of GSO Career Service Board present at meeting held 3 December 1953.

25X1A9a

GSO/MIM:jas

4 December 1953

Distribution:

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cc Each member of
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